MANUAL PAYS 3

SCREEN ID: HTMSP

ATTACH TO FORM PR-10.1 (HTM00)

COMPANY NUMBER	EMPLOYEE NUMBER	T C D	PAGE NUMBER	EMPLOYEE NAME (FOR REFERENCE ONLY)	BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE
0 0		0			

PAY #	HOURS (1)	SPL PAY AMT	DPT/ SEC	LABOR CODE — FR-DATE / TO-DATE	ST/LOC NON-TAXABLE	PI	ADJ (2)

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(1) **SP (Special Pay) Hours**
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

(2) **ACCEPTABLE VALUES:**
ACCEPTABLE VALUES:

BLANK,+   Positive Adjustment
-              Negative Adjustment
P   Positive Adjustment - Will be reflected in the employe'e next earnings notice
               Will increase appropriate fields in employee's masterfile.
M   Negative Adjustment - Will be reflected in the employee's next earnings notice
               Will decrease appropriate fields in employee's masterfile.

Authorized Signature	Date	Keyed By	Date

Form PR-10.3
Rev 10/04